

# WorkOne Centers



## New Workshops

- Introduction to Computers
- Introduction to Word 1, 2 & 3
- eMail Account for Free
- Key Boarding 101
- Building My Self Esteem
- Successful Career Exploration
- Introduction to Basic Excel
- Introduction to Basic Power Point
- Job Searching on the Web
- KeyTrain Skill Practice
- Resume Start / Finish
- Cover Letters / Thank You Notes
- Job Search tips
- Interviewing-The Real Thing
- Showcasing Your Skills
- Winning Applications
- Landing a Job After Age 40
- Workplace Do's and Don'ts
- Talk the Talk
- Job Club-Support Group

[www.Work-One.org](http://www.Work-One.org)



[www.Work-One.org](http://www.Work-One.org) is getting a fresh, new look! Our completely renewed website offers a wealth of information for Job Seekers, Employers, Youth and Entrepreneurs. Please visit [www.Work-One.org](http://www.Work-One.org) after July 18, 2008.



IndianaCAREERconnect.com is the State of Indiana's NO CHARGE service to benefit individuals and employers. Job seekers will consider this a one stop shop and premier website for seeking employment.

Register on [www.IndianaCAREERconnect.com](http://www.IndianaCAREERconnect.com) today!

# WorkOne

## Service With a Purpose

Beginning July 2008, WorkOne will begin introducing new ways to service our customers and deliver new and exciting products.

- A new [www.Work-One.org](http://www.Work-One.org) website
- [www.IndianaCAREERconnect.com](http://www.IndianaCAREERconnect.com)
- More classes and workshops

**...all for YOU!**

Our mission is to give every customer that walks through our doors an opportunity to:

- Assess Your Skills
- Improve Your Skills
- Find the Best Job to Match Your Skills

**The "New" WorkOne**  
**Working to Raise Everyone**  
**Up One Level!**

